

AGENDA
SHAWNEE AIRPORT AUTHORITY
December 3, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the November 19, 2018 regular meeting.
 - b. Budget Amendment – Fund 511
To amend FY2019 estimated revenues and expenditures to be consistent with historical activity and properly appropriate funds for Federal Aviation Administration grant revenues and capital outlay.
2. New Business

(Any matter not known about or which
could not have been reasonably foreseen
prior to the posting of the agenda)
3. Adjournment

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

Shawnee Airport Authority

1.a.

Meeting Date: 12/03/2018

SAA Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the November 19, 2018 regular meeting.

Fiscal Impact

Attachments

Minutes

THE TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, NOVEMBER 19, 2018, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Bolt, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Minutes from the November 5, 2018 regular meeting.

A motion was made by Trustee Gillham, seconded by Trustee Bolt, to approve Consent Agenda Item No. 1(a). Motion carried 7-0.

AYE: Gillham, Bolt, Harrod, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 2: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 3: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:17 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

KACIE ECK, SECRETARY

Shawnee Airport Authority

1.b.

Meeting Date: 12/03/2018

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – Fund 511

To amend FY2019 estimated revenues and expenditures to be consistent with historical activity and properly appropriate funds for Federal Aviation Administration grant revenues and capital outlay.

Fiscal Impact

Attachments

Budget Amendment

City of Shawnee
Budget Amendment
FUND 511 - Shawnee Airport Authority
December 3, 2018

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
511	4101			Federal grant revenue	556,463.00	3,002.00	559,465.00
511	4625			Airport rental revenue	208,000.00	(88,000.00)	120,000.00
511	4626			T-Hangar rental revenue	-	70,000.00	70,000.00
511	4695			Water tower rental revenue	79,000.00	(9,000.00)	70,000.00
511	4804			Oil & lube sales	-	2,700.00	2,700.00
511	4822			Other miscellaneous revenue	1,000.00	(850.00)	150.00
511	4825			Refunds & reimbursements	1,000.00	1,900.00	2,900.00
511	4835			Fuel flowage fee	250.00	(100.00)	150.00
511	4836			Fuel sales	280,000.00	-	280,000.00
511	4850			Event revenues	-	250.00	250.00
511	4901			Transfer from general fund	-	115,897.00	115,897.00
				Total	845,713.00	95,799.00	1,221,512.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
511	5-0120-5101			Regular salaries	124,970.00	(1,970.00)	123,000.00
511	5-0120-5102			Overtime	600.00	(100.00)	500.00
511	5-0120-5103			Part-time salaries	15,000.00	3,000.00	18,000.00
511	5-0120-5104			Longevity	1,600.00	(770.00)	830.00
511	5-0120-5111			FICA	8,815.00	(15.00)	8,800.00
511	5-0120-5112			Medicare	2,061.00	139.00	2,200.00
511	5-0120-5113			Health insurance	13,899.00	601.00	14,500.00
511	5-0120-5114			Life insurance	125.00	-	125.00
511	5-0120-5115			OMRF retirement	10,760.00	240.00	11,000.00
511	5-0120-5150			Other benefits	5,520.00	-	5,520.00
511	5-0120-5155			Worker's compensation	4,463.00	(3,963.00)	500.00
511	5-0120-5201			Office & computer supplies	1,000.00	(500.00)	500.00
511	5-0120-5203			Food & kitchen supplies	1,900.00	-	1,900.00
511	5-0120-5205			Clothing allowance	-	280.00	280.00
511	5-0120-5210			Fuel, oil, and lubricants	4,500.00	500.00	5,000.00
511	5-0120-5215			Chemicals	300.00	(300.00)	-
511	5-0120-5217			Low lead 100 octane fuel	142,500.00	-	142,500.00
511	5-0120-5218			Jet A fuel	70,000.00	-	70,000.00
511	5-0120-5220			Tools & minor equipment	500.00	-	500.00
511	5-0120-5224			Equipment parts & supplies	3,000.00	-	3,000.00
511	5-0120-5250			Other materials & supplies	500.00	(500.00)	-
511	5-0120-5301			Equipment maintenance contracts	7,000.00	(3,300.00)	3,700.00
511	5-0120-5302			Repair & maintenance - buildings	5,000.00	(1,000.00)	4,000.00
511	5-0120-5303			Repair & maintenance - equipment	2,000.00	2,500.00	4,500.00
511	5-0120-5304			Repair & maintenance - vehicles	1,000.00	-	1,000.00
511	5-0120-5309			Repair & maintenance - other	2,500.00	-	2,500.00
511	5-0120-5311			Auditing services	3,500.00	(3,500.00)	-
511	5-0120-5319			Other professional services	6,000.00	-	6,000.00
511	5-0120-5320			Natural gas	10,000.00	(1,500.00)	8,500.00
511	5-0120-5321			Electricity	40,000.00	15,000.00	55,000.00
511	5-0120-5325			Telephone	5,000.00	-	5,000.00
511	5-0120-5328			Copy usage expense	50.00	50.00	100.00
511	5-0120-5329			Postage & shipping	100.00	150.00	250.00
511	5-0120-5339			Other contractual services	1,000.00	-	1,000.00
511	5-0120-5340			Training conferences	325.00	(325.00)	-
511	5-0120-5347			Memberships & dues	350.00	-	350.00
511	5-0120-5348			Filing fees & permits	-	100.00	100.00
511	5-0120-5349			Books & subscriptions	300.00	(300.00)	-
511	5-0120-5353			Legal advertising	300.00	200.00	500.00
511	5-0120-5354			Printing	100.00	-	100.00
511	5-0120-5355			Insurance	24,000.00	1,000.00	25,000.00
511	5-0120-5357			Equipment rental	500.00	-	500.00
511	5-0120-5370			Event purchase expense	5,000.00	(5,000.00)	-
511	5-0120-5378			Miscellaneous other services & charges	2,500.00	(1,000.00)	1,500.00
511	5-0120-5393			Advertising & promotions	2,500.00	(1,750.00)	750.00
511	5-0120-5420			Capital outlay - buildings and improvements	870,675.00	97,832.00	968,507.00
				Total	1,401,713.00	95,799.00	1,497,512.00

Approved by the City Commission this
Monday, December 3, 2018

Explanation of Budget Amendment:
To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity and properly appropriate funds for Federal Aviation Administration grant revenues and capital outlay.

Approved:

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____